HRMS Payroll Calendar - January through June, 2011

January 2011							February 2011							March 2011							
Sunday	Monday		Tuesday	Wednesday	Thursday December 30 DAY 1 Off-Cycle Workbench Cutoff	Friday December 3: State Holiday	Saturday 1 Federal Holiday	Sunday	Monday	DAY 1 Off-Cycle Workbench Cutoff	Wednesday DAY 2 GAP 1 Cutoff	Thursday DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Saturday 5	Sunday	Monday	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff ACH Reversal Cutoff	Friday DAY 4 System Locked for Payroll Processing	Saturday 5
	DAY 2 GAP 1 Cutoff	3	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	8	6	Warrants to Agency	7 Warrants Mailed ACH File to Bank	8	Payday	11	12	6	Warrants to Agency	Warrants Mailed ACH File to Bank	9	Payday	- 11	12
	9 Payday	10	1	1	12 1:	ACH Reversal Cutoff	DAY 1 Off-Cycle Workbench Cutoff	13	14	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff ACH Reversal Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	19	13	14	1. 15	DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	System Locked for Payroll Processing
1	State Holiday		DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	20	State Holiday	Warrants to Agency	Warrants Mailed ACH File to Bank	3 24	4 25 Payday	26	20	DAY 4 System Locked for Payroll Processing	Warrants to Agency	Warrants Mailed ACH File to Bank		Payday	26
3	ACH Reversa Cutoff	31	Payday	2	6 27	28	29	27	24	8					27	_2	2	9 30	ACH Reversal Cutoff		
Sunday	April 2011 Sunday Monday Tuesday Wednesday Thursday Friday Saturday							Sunday	May 2011 Sunday Monday Tuesday Wednesday Thursday Friday Saturday							June 2011 Sunday Monday Tuesday Wednesday Thursday Friday Saturday					
Ľ			ľ			DAY 1 Off-Cycle Workbench Cutoff	2	1	DAY 1 Off-Cycle Workbench Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	Г			DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	System Locked for Payroll Processing
3	DAY 2 GAP 1 Cutoff	4	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed	9	8		9 10 Payday		1 1:	2 13	14	5	DAY 4 System Locked for Payroll Processing	Warrants to Agency	7 Warrants Mailed ACH File to Bank	9	Payday Temp Layoff	11
10	Payday	11	12	1	3 14	DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	16	15	DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency	21	12	1	1	4 15	DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff	DAY 2 GAP 1 Cutoff	18
17	DAY 2 GAP 1 Cutoff	18	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency ACH File to Bank	Warrants Mailed		22	Warrants Mailed ACH File to Bank	3	25 Payday	20	6 27	28	19	DAY 3 Payroll Cutoff	DAY 4 System Locked for Payroll Processing	Warrants to Agency Warrants Mailed ACH File to Bank	23	Payday	25
24	Payday	25	26	2	7 28	ACH Reversal Cutoff	30	29	State Holiday	3	31				26	. 2	27	8 29	DAY 1 Off-Cycle Workbench Cutoff ACH Reversal Cutoff		